



## Guide 11

### Member's Responsibilities

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# Section 1- Overall Member's Responsibilities

## 1. World-Wide Deployable

Per OPNAVINST 6110.1J, meeting Physical Fitness Assessment (PFA) standards is a condition of continued Naval service. Therefore, it is the member's responsibility to maintain physical fitness standards constantly and consistently, not solely at the time of semi-annual testing. This can only be accomplished by actively participating in a year-round program designed to maintain or improve fitness and health.

At a minimum, members should:

- a. Participate in moderate activity at least 2 hours and 30 minutes (150 minutes) per week, i.e., 50 minutes three 3 times per week or 75 minutes two times per week; plus
- b. Perform strength training exercises at least twice per week to work all major muscle groups.

## 2. Physical Activity

Regular physical activity is one of the most important actions individuals can take to improve and maintain overall health. Activity can help control weight, reduce the risk of cardiovascular disease, strengthen bones and muscles, manage stress levels and improve the ability to do daily activities.

## 3. Nutrition

Good nutrition is essential to a comprehensive fitness program. Foods with good nutrition provide the body with the energy necessary to function properly. Members must consistently strive to make healthy eating choices.

## 4. Physical Fitness Assessment (PFA)

All members are required to participate in the semi-annual PFA regardless of gender, age, rank, title, billet, or retirement request status. Members who are within standards via the height/weight measurement are exempt from the circumference calculation procedure. The maximum allowable Navy body fat limits are 22 percent for males and 33 percent for females.

## 5. Navy Physical Training Uniform (PTU)

All members are required to wear the Navy PTU (blue and gold) during command/unit physical training (PT), PFAs, and Fitness Enhancement Programs. Members may participate in the height/weight screen, in the uniform of the day if a Body Composition Assessment (BCA) is not required.

## 6. “Bad Day” Procedures

- a. Request “Bad Day” within 24 hours of failing a portion or all of the Physical Readiness Test (PRT). If approved, the retest must be administered within seven days of the initial PRT failure and within the same PFA cycle for which the “Bad Day” was requested.
- b. Retake all components of the PRT. The “Bad Day” option does not apply to the BCA.
- c. If a member is approved for a “Bad Day” but does not participate in the retest, becomes “medically waived” before the retest, is injured during the retest or transfers to another assignment before the retest, the initial test score will be entered into Physical Readiness Information Management System (PRIMS) as the official PFA.

## 7. PFA Unauthorized Absence (UA)

During the PFA, the test site is considered the place of duty. All unauthorized non-participation in the PFA will be designated as “UA” in PRIMIS and scored a PFA failure for the PFA cycle. A member will also be considered UA if the member fails to obtain proper medical clearance in lieu of participating in the PFA.

## 8. Mandatory Administrative Actions

All members with PFA failures are subject to administrative actions. When:

- a. One PFA is failed frocking, evaluation/fitness reports and promotion/advancement can be affected.
- b. When two PFAs are failed, transfer restrictions occur.
- c. When three or more PFAs are failed, administrative separation is mandatory.
- d. Members that fail to meet BCA or PRT standards are required to participate in the Fitness Enhancement Program (FEP), regardless of rank and/or position.

## 9. Newly Reported Personnel

Newly reported personnel are defined as new arrivals to the command/unit. Regardless of the time onboard, all medically cleared personnel are required to participate in command/unit PT, PFAs and FEP (when applicable). Once the Command Fitness Leader (CFL) verifies that a member has an updated periodic health assessment (PHA), the member will be required to participate in organized and individual physical activity.

When an acclimatization period is required and extends into a new PFA cycle for newly reporting personnel, the member will be required to participate in the BCA only. A Letter of

Correction (LOC) will be required for PRIMS to reflect “excused” in the PRT participation status.

## 10. Members Serving with the United States Marine Corps (USMC)

Members qualified as Fleet Marine Force (FMF) are not required but are highly encouraged to participate in the USMC Physical Fitness Test (PFT). If unsuccessful, members will be required to meet Navy PRT standards.

Members failing the PFT will be allowed to participate in the PRT and are not subject to administrative actions for failing the USMC PFT; however, they will be subject to administrative actions if they fail to meet Navy PRT standards.

Results of members passing the PFT will be entered into PRIMS using the USMC option. Individual results for push-ups, curl-ups, and cardio are not required.

All other members assigned to a USMC command/unit will complete the Navy PRT.

## 11. Member Assigned to Isolated Duty

When assigned to isolated duty, where no qualified Navy CFL or service equivalent personnel trained on Navy BCA techniques are available, members will be exempt from the BCA testing requirement. However, they are still required to be within BCA standards and will be required to meet BCA standards upon completion of the isolated duty.

Some examples of eligible members are members assigned to non-military organizations such as Embassies, or “one-of-a-kind” duty such as the Personnel Exchange Program. In these cases, the member’s Immediate Superior in Command CFL must contact the Physical Readiness Program Office to assign the member an “excused” status in PRIMS for each cycle.

## 12. Member Assigned to Unsafe Locations

When assigned to locations where it is impossible to conduct a safe PFA, members are exempt from the PFA requirement for the duration of the assignment. For Individual Augmentee (IA) Sailors, the CFL for the member will assign the member the “IA” participation status in PRIMS.

## 13. Mandatory BCA Participation

Regardless of a member’s participation status, all members are required to participate in the BCA, unless medically waived.

#### 14. Temporary Altering of BCA Measurements

The only authorized method to reduce body fat is through proper nutrition and regular exercise. If a CFL or trained ACFL detects that a member is attempting to temporarily alter BCA measurements for the purpose of passing the BCA, they are not allowed to perform the measurements on the member. The member will be asked to return in 72 hours to complete the test. The use of body wraps, starvation diets, sauna suits, etc... is prohibited during the PFA. Most of these methods results in dehydration, which is very dangerous for the PRT.

#### 15. Intimidation and Coercion

An attempt by any member to influence the BCA measurement through intimidation, coercion, or other means may result in disciplinary action under the Uniform Code of Military Justice.

#### 16. BCA Failure

No member failing the BCA is authorized to participate in the Navy's PRT or USMC PFT. The "Bad Day" policy does not apply for the BCA. All results are final.

#### 17. Fitness Enhancement Program (FEP)

All members failing to meet PFA standards will be enrolled in FEP. Officers will acknowledge their FEP requirement by signing a Letter of Notification (LON) and enlisted members will acknowledge their FEP requirement by signing a NAVPERS 1070/613, (page 13).

#### 18. PFA Record Verification

The accuracy of PFA records is ultimately the responsibility of the member. Members are required to review records for accuracy within 60 days of the PFA. All issues are to be addressed with the CFL prior to transferring to a new command. Members have one year from the PFA test date to request a correction to an error in PRIMIS. All requests greater than one year will be processed on a case by case basis.

## Section 2 - PFA Medical Clearance/Waiver

### 1. Medical Clearance

Medical clearance is the member's responsibility and is a requirement for the PFA; however members are not exempt from participating in the BCA if medical clearance has not occurred prior to the scheduled BCA. No member is authorized to participate in the PRT, command/unit PT or FEP, without proper medical clearance. It is also the member's responsibility to seek medical attention for medical issues that limit or impact their physical readiness prior to official testing.

Medical clearance for the PRT includes:

a. Periodic Health Assessment (PHA). Members are required to have a PHA annually during their birth month, to assess changes to health status. Members within one year of medical in-processing only require a PHA during the birth month following the first year of service. The in-processing medical exam is sufficient for PFA, command/unit PT and FEP participation, if all other medical screening requirements are met. Members are not authorized to participate in command/unit PT, PFAs or in FEP, if a PHA is not current.

(1) Any member purposely defaulting on the PHA will be assigned a "UA" participation status in PRIMS and scored a PFA failure for the cycle. Every member, including drilling reservist and members assigned to remote locations, are required to complete PHA components.

(2) Members serving in assignments with no access to a Military Treatment Facility (MTF): Access the Navy and Marine Corps Public Health Center (NMCPHC) website to print PHA forms to present to their civilian provider. The PHA process and forms are located on the NMPHC website [http://www-ehc.med.navy.mil/healthy\\_living/clinical\\_health\\_services/pha.aspx](http://www-ehc.med.navy.mil/healthy_living/clinical_health_services/pha.aspx)

(3) When members are seen by civilian providers to have the PHA completed SECNAVINST 6120.3 and BUMED Notice 6110 provide all of the criteria that must be met for a PHA to be signed off.

b. Physical Activity Risk Factor Questionnaire (PARFQ). The PARFQ is to be completed in PRIMS as soon as the PFA notification is made. Any member answering "yes" to any questions on the PARFQ must be referred to medical for clearance.

c. Pre-physical activity questions. Prior to command/unit PT, PFAs, and FEP, the CFL is required to ask pre-physical activity questions. These questions are designed to provide the CFL with a tool to identify at risk personnel prior to physical training. The pre-activity questions have been reduced to five questions and members are required to answer each question honestly.



## 2. Medical Waiver

a. All PFA medical waivers must be approved on a NAVPERS 6110/4, Physical Assessment Medical Clearance/Waiver form. Members receiving two PFA medical waivers in a 12 month period or three medical waivers in a four year period for any medical condition are required to have a medical record review (MEDBOARD ).

b. When a civilian specialist is the treating provider for members of the Reserves, and active duty using Tri-Care Remote, the member must present the PFA Medical Clearance/Waiver form to the treating provider and forward it to a MTF for a military endorsement (AMDR/military medical provider) prior to forwarding to the CO for approval.

## 3. Retroactive PFA Medical Waiver

Retroactive PFA medical waivers are not authorized. It is the member's responsibility to know their medical status prior to showing up for the BCA and/or PRT. The medical screening process is the perfect avenue for members to address all unexplained weight gain or medical issues that may affect BCA and or physical training/testing.

## Section 3 - PFA Failure

### 1. Notification

In the event of a PFA failure, members will receive a written notification. Enlisted members receive a page 13 and officers receive a Letter of Notification (LON). Members should maintain a copy for their records. This is a contract between the CO/OIC and the member on expectations to return member to Navy standards. It is also a warning that receiving 3 failures in a 4 year period, results in mandatory processing for administrative separation (ADSEP) from the Navy. Only one signed page 13 or LON is required for ADSEP.

### 2. FEP Participation

It is the members' responsibility to actively participate in a fitness enhancement program. Most members will have the opportunity to participate in FEP during working hours. If, due to a job or location, a member is unable to participate with a group, it is the member's responsibility to obtain the required amount of exercise and chose an authorized nutrition option to return to standards. An effective weight loss program promotes lifestyle change to include activity and a meal plan that is balanced, healthy and easy to follow over time.

### 3. Medical Appointments

If a failure was due to BCA and it is the first BCA failure in the past four years, the member must see a medical provider to ensure that there is not a medical reason for increases in weight gain and to assist in developing a plan to meet standards. A failure will not be reversed if a medical condition is discovered after the official weigh in. BCA waivers are reserved for limited conditions which contribute to weight gain or inability to measure body composition sites (neck, abs, natural waist or hips) for a limited period of time. Per the 6110.1J, inability to exercise is not a reason for a BCA waiver and there are no permanent PRT or BCA waivers.